

*State of Rhode Island
Department of Administration*

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers **DATE:** August 2, 2002
FROM: Robert A. Poll, Associate Controller
SUBJECT: FY 2003 EXCEPTION HOURS REPORT SCHEDULE

Attached is the Payroll Attendance Report (PAR) calendar for fiscal year ending June 30, 2003.

Please distribute copies of this information to the appropriate personnel.

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Attachment
CPO:03-01

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 28, 2003

Pay Period #	Bi-Weekly Payroll Period Ending (Saturday)		Transmit to Central Payroll		Payday (Friday)		
1	July	13	July	15	July	19	❖
2	July	27	July	29	August	2	
3	August	10	August	13	August	16	❖
4	August	24	August	26	August	30	
5	September	7	September	9	September	13	❖
6	September	21	September	23	September	27	
7	October	5	October	7	October	11	❖
8	October	19	October	21	October	25	
9	November	2	November	4	November	8	❖
10	November	16	November	18	November	22	
11	November	30	December	2	December	6	❖
12	December	14	December	16	December	20	
13	December	28	December	30	January	3	❖
14	January	11	January	13	January	17	
15	January	25	January	27	January	31	❖
16	February	8	February	10	February	14	
17	February	22	February	24	February	28	❖
18	March	8	March	10	March	14	
19	March	22	March	24	March	28	❖
20	April	5	April	7	April	11	
21	April	19	April	21	April	25	❖
22	May	3	May	5	May	9	
23	May	17	May	19	May	23	❖
24	May	31	June	2	June	6	
25	June	14	June	16	June	20	❖
26	June	28	June	30	July	3	

❖ = Payday for
"Special Contract
Employees."

*****PLEASE NOTE*****

Every effort must be made to transit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be made on the Monday following the payroll ending date.